



iTunes to iPod Tutorial #15



There are many things that you can do with an iPod. However, there are many different types of iPods that do different things. Please read your iPod manual to better understand your device. Depending on your device, you can add:

- Music (CD or iTunes Store)
- Videos & Podcasts (CD or iTunes Store)
- Games & Applications (iTunes Store)

Before you sync your iPod to your iTunes library, you must add music, photos & videos to your iTunes library. Here are a few things you should know before you begin:

- You must have the newest version of iTunes
- An iPod CANNOT be synced to different iTunes libraries. Doing so will delete the existing library and replace it with the new library
- If you are having problems switching your iPod from Mac to PC, usually restoring your iPod to its factory settings (can be done through your iPods “summary” page) can fix the problem

Transferring CDs to iTunes

- (1) Open your iTunes library
- (2) Put the CD into the CD drive
- (3) The CD will appear under “devices”
- (4) Then, the tracks from the CD will appear
- (5) Left click on “Import CD” (located on the bottom right hand corner)
- (6) iTunes will begin importing the tracks, wait until it is fully uploaded

Note: To change the name of the track once it is in the iTunes library, left click on the “name,” “artist,” and “album” and re-name.



Purchasing items in the iTunes Store

As discussed above, many things can be purchased on the iTunes store for your device. Before you begin downloading in iTunes you must set up your account (This is located on the top right hand side of the iTunes Store).



When you create your account, you are given the option of using your Visa, Mastercard or iTunes card (which you can get at a local convenience store). This is for purchasing items in the iTunes Store. When you are ready, simply:

- (1) Open iTunes
- (2) Left click on “iTunes Store”
- (3) Left click on “Sign in”
- (4) Sign into your account
- (5) When you are ready to purchase, left click on “buy”
- (6) The download will begin and you can track the progression of the download under Store>Purchased in the iTunes toolbar



Syncing the iPod to iTunes

Now that you have items in your iTunes library, you should put them on your iPod! To begin you:

- (1) Open iTunes
- (2) Connect the iPod to the computer with your iPod cord
- (3) The device will appear on the left hand corner of iTunes (follow the iTunes instructions if this is the first time the device is connected to the iTunes library)
- (4) Left click on the device name
- (5) Left click on “sync” (located at the bottom right hand side of iTunes)



- (6) Do not disconnect the device until it is safe to do so. It will tell you once it is done syncing and all you do is left click on the “eject” button located beside your device name



Note: If you are having troubles syncing everything in your iTunes library try manually adding things to your iPod by left clicking on the tabs located beside the device summary.